

New Employee Payroll Setup - Employee Instructions

1. Provide your driver's license and social security card or passport to employer for your employee records.
2. Complete the Direct Deposit Authorization Form. Sign it. Attach a voided check to support the information on the form.
3. Complete Form W-4 (Federal Income Tax Withholding form). Sign it.
4. Complete Form A4 (Alabama Income Tax Withholding form). Sign it.
5. Complete Form I-9 (Federal Employment Eligibility form). Sign it. Provide any additional documents needed to prove employment eligibility (see Form I-9 instructions for acceptable proof).
6. Give driver's license, social security card, completed documents, and any additional support for eligibility to employer. ***You are responsible for completing these tasks by the end of your first work day.***

Employer _____ Date Submitted: _____

First Name _____ M.I. _____ Last Name _____

Address _____

City _____ State _____ Zip _____ County _____

SSN _____ DOB _____

E-Mail _____

Marital Status: ☐ Married ☐ Single Gender: ☐ Male ☐ Female☐ Hire Date: _____☐ Termination Date: _____☐ Change Date: _____

Auth. Signature _____

LOCATION

Default Location _____ Other _____

Default Department _____ Other _____

PAYROLL ITEMS**PAY TYPE** (*select one*): ☐ Salary ☐ Hourly**Salary:** Annual Salary \$ _____**Hourly:** Rate Type _____ Rate Amount \$ _____

Rate Type _____ Rate Amount \$ _____

Rate Type _____ Rate Amount \$ _____

Rate Type _____ Rate Amount \$ _____

DEDUCTION ITEMS**Pre-Tax Items:** Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

After-Tax Items: Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Item Type _____ Item Amount \$ _____

Retirement Plan Employer Match: ☐ Yes ☐ No Match % _____**WITHHOLDING INFORMATION****W-4 FEDERAL**☐ Single ☐ Married☐ Married withhold at Single rate

Total Allowances (Box 5) _____ Additional w/h _____

A-4 STATE

Total Exemptions (Line 6) _____

Additional State w/h (Line 5) _____

DIRECT DEPOSIT☐ Please attach voided check for each account
(no deposit tickets)☐ Please attach Direct Deposit Authorization form**NOTES**

DIRECT DEPOSIT AUTHORIZATION

Employer _____

Name (please print) _____ Date Submitted: _____
Social Security Number: _____ - _____ - _____ Effective Pay Date: _____

☐ Add ☐ Change ☐ Cancel The following deposit

Name of Financial Institution: _____

Routing #: _____ Account #: _____

☐ Checking ☐ Savings *(Please check only one)*-----
Amount of deposit *(pick one)*☐ Net (Remainder) deposited☐ Specific amount deposited \$ _____ *(indicate amount)*☐ Add ☐ Change ☐ Cancel The following deposit

Name of Financial Institution: _____

Routing #: _____ Account #: _____

☐ Checking ☐ Savings *(Please check only one)*-----
Amount of deposit *(pick one)*☐ Net (Remainder) deposited☐ Specific amount deposited \$ _____ *(indicate amount)*

I authorize you and the financial institution below to deposit my pay automatically to my checking account each payday. Adjusting entries to correct errors are also authorized. This authorization is to remain in full force and effect until written notification is given to the COMPANY of its termination and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature: _____

Date: _____

VOIDED CHECK (CHECKING) MUST BE ATTACHED

Employee's Withholding Certificate

OMB No. 1545-0074

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**Give Form W-4 to your employer.****Your withholding is subject to review by the IRS.****2025****Step 1:**
Enter
Personal
Information

(a) First name and middle initial	Last name	(b) Social security number
Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> Single or Married filing separately		
<input type="checkbox"/> Married filing jointly or Qualifying surviving spouse		
<input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2:
Multiple Jobs
or Spouse
Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3–4). If you or your spouse have self-employment income, use this option; **or**
- (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**
- (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate ☐

Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly): Multiply the number of qualifying children under age 17 by \$2,000 \$ _____ Multiply the number of other dependents by \$500 \$ _____ Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$
	(c) Extra withholding. Enter any additional tax you want withheld each pay period . .	4(c)	\$

Step 5:
Sign
Here

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

Employee's signature (This form is not valid unless you sign it.)

Date

Employers
Only

Employer's name and address

First date of
employment

Employer identification
number (EIN)